

DIRECTOR OF TRANSPORTATION

Class Definition

Under general direction, plans, organizes and directs the activities of the Transportation Department.

Distinguishing Characteristics

The Director of Transportation directs the activities of the Transportation Department. The incumbent exercises considerable judgement and discretion in the administration and direction of the department and its operations. The Director of Transportation is responsible for the development and implementation of policies and procedures relating to the operation, maintenance, long-range planning, and fiscal management of the Fresno Yosemite International and Chandler airports and the Fresno Area Express. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Makes critical decisions to resolve emergency conditions resulting from malfunctions of traffic management systems.

Attends meetings of boards, commissions and committees regarding environmental assessments, Federal Aviation Administration regulations and state and federal laws regarding mass transit systems.

Develops and directs the implementation of department goals, objectives, policies and procedures.

Prepares, reviews, analyzes and administers the department's annual operating budget.

Acts as a technical advisor to the City Manager and City Council on department related matters.

Reviews plans, policy recommendations, budget estimates and proposed ordinances submitted by division heads.

Selects, supervises, coordinates, and reviews and evaluates the work of, subordinate managers.

Confers with the City Manager regarding current and anticipated City and department needs; prioritization of those needs, and feasibility of alternative approaches to meeting them.

Coordinates activities with other departments, divisions sections and outside agencies.

Attends City Council. committee and board meetings.

Performs related duties as required.

Knowledge, Abilities and Skills

Extensive knowledge of the principles of organization, administration, budget, and personnel management.

Extensive knowledge of the laws, rules and regulations relating to air and ground transportation.

Extensive knowledge of the principles, practices and procedures of airport development, planning, traffic control devices and airport safety.

Knowledge of modern methods and techniques used in the design and construction of transportation projects.

Ability to develop, implement and administer comprehensive transportation programs and standards.

Ability to plan organize and direct the work of subordinate staff

Ability to establish and maintain effective working relationships with City officials, subordinates and the public.

Ability to prepare clear, concise and comprehensive reports, records and other written materials.

Ability to act calmly and quickly and make effective decisions in emergency situations and under adverse conditions.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or closely related field; and five years of progressively responsible experience in managing a multi-purpose, multi-structure facility, preferably an airport in the capacity of Director, Assistant Director or Division head position. Additional qualifying experience may be substituted for the education on a year-for-year basis.

APPROVED: _____
Director

DATE: _____